

# **APPLICATION FOR RECERTIFICATION**

## **COMMUNITY HOUSING DEVELOPMENT ORGANIZATION**



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**CITY OF HOUSTON**  
**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**  
Milton Wilson, Jr., Director

**January 2005**

# CHDO RECERTIFICATION APPLICATION

Please complete the recertification form and attach to other documentation required.

1. **Name of Organization**\_\_\_\_\_
2. **Address**\_\_\_\_\_
3. **City**\_\_\_\_\_ **State**\_\_\_\_\_ **Zip Code**\_\_\_\_\_
4. **Phone Number** \_\_\_\_\_ **Fax Number** \_\_\_\_\_
5. **Name of contact person** \_\_\_\_\_
6. **Title**\_\_\_\_\_ **Phone Number**\_\_\_\_\_
7. **Has organization developed a housing project?** Yes ( ) No ( )
8. **If yes, name of project**\_\_\_\_\_ **Number of units**\_\_\_\_\_
- Address**\_\_\_\_\_
9. **Was the project financed using HOME funds?** Yes ( ) No ( )
10. **In addition to the above housing project, if applicable, identify three (3) community improvement projects sponsored by agency since certification as a CHDO.**
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

**If currently engaged in development of an affordable housing project(s), please describe the development activities being pursued to achieve the agency's goal.**

11. **On a separate page, provide a brief description of each project citing the location, identify beneficiaries and the impact on the surrounding community. Include a map displaying locations of CHDO sponsored project(s).**
12. **If the CHDO received HOME funds to cover "operating expenses" yet did not deliver a HOME-funded project, the CHDO will need to describe how this discrepancy will be addressed. Include time line if applicable.**
13. **On a separate page(s) describe how the organization has changed since certification as a CHDO.**

The completed application packet should be mailed to:

**Milton Wilson, Jr., Director**  
**City of Houston**  
**Housing and Community Development Department**  
**601 Sawyer, 4<sup>th</sup> Floor**  
**Houston, Texas 77007**

## CHDO CHECKLIST

*The information contained in this checklist refers to the definition of Community Housing Development Organization (CHDO) in Subpart A, Section 92.2 of the HOME Final Rule. This checklist should be used as a tool to educate participating jurisdictions about the documents they must receive from a nonprofit before it may be certified as a CHDO.*

### I. LEGAL STATUS

- A. The nonprofit organization is organized under State or local laws, as evidenced by:  
\_\_\_\_\_ **A Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**
- B. No part of its net earnings inure to the benefit of any member, founder, contributor, or individual, as evidenced by:  
\_\_\_\_\_ **A Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**
- C. Has a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501(c) of the Internal Revenue Code of 1986, as evidenced by:  
\_\_\_\_\_ **A 501(c) Certificate from the IRS.**
- D. Has among its purposes the provision of decent housing that is affordable to low and moderate-income people, as evidenced by a statement in the organization's:  
\_\_\_\_\_ **Charter,**  
\_\_\_\_\_ **Articles of Incorporation,**  
\_\_\_\_\_ **By-laws, OR**  
\_\_\_\_\_ **Resolutions.**  
\_\_\_\_\_ **A HUD approved audit summary**

## II. CAPACITY

- A. Conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards for Financial Management Systems," as evidenced by:

\_\_\_\_\_ **A notarized statement by the president or chief financial officer of the organization;**

\_\_\_\_\_ **A certification from a Certified Public Accountant; OR**

\_\_\_\_\_ **A HUD approved audit summary.**

- B. Has a demonstrated capacity for carrying out activities assisted with HOME funds, as evidenced by:

\_\_\_\_\_ **Resumes and/or statements that describe the experience of key staff members who have successfully completed projects similar to those to be assisted with HOME funds, OR**

\_\_\_\_\_ **Contract(s) with consulting firms or individuals who have housing experience similar to projects to be assisted with HOME funds to train appropriate key staff of the organization.**

- C. Has a history of serving the community where housing to be assisted with HOME funds will be used, as evidenced by:

\_\_\_\_\_ **Statement that documents at least one year of experience in serving the community, OR**

\_\_\_\_\_ **For newly created organizations formed by local churches, service, or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.**

**NOTE:** The CHDO or its parent organization must be able to show one year of serving the community from the date the participating jurisdiction provides HOME funds to the organization. In the statement, the organization must describe its history (or its parent organization's history) of serving the community by describing activities which it provided (or its parent organization provided), such as developing new housing, rehabilitating existing stock, and managing housing stock, or delivering non-housing services that have had lasting benefits for the community, such as counseling, food relief, or childcare facilities. The statement must be signed by the president of the organization or by a HUD-approved representative.

### III. ORGANIZATIONAL STRUCTURE

- A. Maintains at least one-third of its governing board's membership for residents of low income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations, as evidenced by the organization's:

\_\_\_\_\_ **By-Laws,**  
\_\_\_\_\_ **Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**

Under the HOME Program, for urban areas, the term "community" is defined as one or several neighborhoods, a city, county, or metropolitan area. For rural areas, "community" is defined as one or several neighborhoods, a town, village, county, or multi-county area (but not the whole state).

- B. Provides a formal process for low-income, program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of all HOME-assisted affordable housing projects, as evidenced by:

\_\_\_\_\_ **The organization's By-laws,**  
\_\_\_\_\_ **Resolutions, OR**  
\_\_\_\_\_ **A written statement of operating procedures approved by the governing body.**

- C. A CHDO may be chartered by a State or local government, however, the State or local government may not appoint: (1) more than one-third of the membership of the organization's governing body; (2) the board members appointed by the State or local government may not, in turn, appoint the remaining two-thirds of the board members; and (3) no more than one-third of the governing board members are public officials, as evidenced by the organization's:

\_\_\_\_\_ **By-Laws,**  
\_\_\_\_\_ **Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**

- D. If the CHDO is sponsored or created by a for-profit entity, the for-profit entity may not appoint more than one-third of the membership of the CHDO's governing body and the board members appointed by the for-profit entity may not, in turn, appoint the remaining two-thirds of the board members, as evidenced by the CHDO's:

\_\_\_\_\_ **By-Laws,**  
\_\_\_\_\_ **Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**

#### **IV. RELATIONSHIP WITH FOR-PROFIT ENTITIES**

- A. CHDO is not controlled, nor receives directions from individuals or entities seeking profit from the organization, as evidenced by:

\_\_\_\_\_ **The organization's By-laws, OR**  
\_\_\_\_\_ **A Memorandum of Understanding (MOU).**

- B. A CHDO may be sponsored or created by a for-profit entity, however:  
(1) The for-profit entity's primary purpose does not include the development or management of housing, as evidenced by:

\_\_\_\_\_ **The for-profit organization's By-laws**

**AND;**

- (2) The CHDO is free to contract for goods and services from vendor(s) of its own choosing, as evidenced by the CHDO's:

\_\_\_\_\_ **By-Laws,**  
\_\_\_\_\_ **Charter, OR**  
\_\_\_\_\_ **Articles of Incorporation.**

## BOARD MEMBER INFORMATION SHEET

As a board member of a designated Community Housing Development Organization (CHDO), please provide the following information:

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: HOME (\_\_\_\_) \_\_\_\_\_ BUSINESS (\_\_\_\_) \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

\_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

### PLEASE CHECK ANY OF THE FOLLOWING THAT APPLY TO YOU:

- ) I am a resident of a low-income neighborhood. (This does not mean that you must be a low-income person, only that your residence is in a low-income neighborhood.)
- ) I am a low-income resident of the community. (Community can mean neighborhood, the city, county, or metropolitan area.)
- ) I am an elected representative of a low-income neighborhood organization. (A low-income neighborhood organization in an organization composed primarily of residents of a low-income neighborhood. Examples of such organizations are: block groups, town watch organizations, civic associations, neighborhood church groups, etc.)
- ) I am a representative of the public sector. (A public sector representative is any elected public official, any appointed public official, any public/government employee of a public agency or department, or any individual who is appointed by a public official to serve on a CHDO board.)

I certify that the information is correct as of the date indicated below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CHDO TECHNICAL ASSISTANCE SURVEY

The City of Houston’s Housing and Community Development Department (HCDD) is committed to assisting Community Housing Development Organizations (CHDOs) in the successful completion of affordable housing projects. For this reason, DHCD is assessing the “technical assistance” needs of CHDOs and has developed a survey to secure input regarding the quality of service provided. The department is requesting that Community Housing Development Organizations take a few minutes to complete this survey, identifying the agency’s emerging and/or existing “technical assistance” needs.

1. Please check (✓) the type(s) of technical assistance requested/needed by your agency in the last year.

a. Phase I (environmental) inspection \_\_\_\_\_

b. Engineering study \_\_\_\_\_

c. Demographic data/maps \_\_\_\_\_

d. Board training \_\_\_\_\_

e. Application for HOME assistance \_\_\_\_\_

f. Appraisal of property \_\_\_\_\_

g. Application for certification \_\_\_\_\_

h. Marketing study \_\_\_\_\_

i. Staff training \_\_\_\_\_

j. Other, please specify \_\_\_\_\_
2. Identify the agency or organization from which assistance was requested.

\_\_\_\_\_
3. Did your agency receive requested assistance in a timely manner?

YES \_\_\_\_\_ NO \_\_\_\_\_
- 3a. If no, please identify the reason(s) for the delay and/or non-receipt of the requested assistance.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_
4. Was the quality of “technical assistance” received worth the time and effort that it took to receive the service?

YES \_\_\_\_\_ NO \_\_\_\_\_

MAYBE \_\_\_\_\_ NOT SURE \_\_\_\_\_
5. Overall how satisfied were you with the “technical assistance” received?

VERY SATISFIED \_\_\_\_\_

SATISFIED \_\_\_\_\_

NEUTRAL \_\_\_\_\_

DISSATISFIED \_\_\_\_\_

VERY DISSATISFIED \_\_\_\_\_
6. If applicable, identify other types of “technical assistance” needed by our agency.

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

If you have any additional comments about “technical assistance,” please share them in the space below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for your comments.

Please return the completed survey to:

Paulette Wagner, Division Manager  
CITY OF HOUSTON  
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT  
STRATEGIC PLANNING SECTION  
P. O. BOX 1562  
HOUSTON, TEXAS 77251-1562